
Tobin & Co.

South Arm Township

Charlevoix County, Michigan

Audit Report

For the Year Ended March 31, 2008

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Unit Name South Arm Township	County Charlevoix
Fiscal Year End 3/31/08	Opinion Date 6/2/08	Date Audit Report Submitted to State 6/23/08	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).


YES NO

Check each applicable box below. (See instructions for further detail.)

1. ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☒ ☐ The local unit has adopted a budget for all required funds.
5. ☒ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☒ ☐ The local unit is free of repeated comments from previous years.
12. ☒ ☐ The audit opinion is UNQUALIFIED.
13. ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>		
Other (Describe)	<input type="checkbox"/>		
Certified Public Accountant (Firm Name) Tobin & Co., P.C.		Telephone Number 231-947-0151	
Street Address 400 E. Eighth St.		City Traverse City	State MI
Zip 49686			
Authorizing CPA Signature 	Printed Name DAVID L. DASLER	License Number 1101013418	

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INTRODUCTORY SECTION

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Comments and Recommendations

We have audited the basic financial statements and the individual fund financial statements of South Arm Township, Charlevoix County, for the year ended March 31, 2008 and have issued our report thereon. As part of our examination, we made a study and evaluation of the Township's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Township's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

Our study and evaluation made for the limited purpose described above would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal control of South Arm Township taken as a whole. As a result of our examination, we respectfully submit the following comments and recommendations.

General

All recorded revenues were deposited timely and intact. Board minutes were maintained in proper order, and supporting documents and follow-up procedures appeared to be good. The Clerk maintains a computerized general ledger which meets Uniform Accounting Requirements.

Budgets and Procedures

The Township prepared and adopted the required budget for its general and road fund.

General Fund

The general fund is presented on Schedule I. Revenues exceeded expenditures by \$93,602. The fund balance at March 31, 2008 was \$418,133.

Road Fund

The Township Board established a separate Road Fund to account for a millage voted in by the Township residents for the purpose of road improvements. Revenues exceeded expenditures by \$180,787. The fund balance at March 31, 2008 was \$220,976.

Current Tax Collection Fund

Property taxes collected were distributed to taxing units prior to the end of the fiscal year and distributions were in accordance with statutory requirements. This function was well handled by the Treasurer. Receipts were filed in order of payment and deposits were made timely and intact. Schedule 4 reflects the amount levied, collected and returned delinquent for the 2007 property tax levy.

Insurance and Surety Bond Coverage

Records indicate that the Township is insured through Burnham and Flowers and Municipal Underwriters of Michigan and has such coverage as fire and extended coverage, general liability, workmen's compensation, errors and omissions, etc. Coverage was reviewed by the Board in the audit year. The Supervisor, Clerk, and Treasurer and their deputies and the Zoning Administrator have surety bond coverage.

Payroll Procedures

Current payroll records and procedures appear good.

Other Data

After completion of our audit, we will submit the necessary copies of our report to the State Department of Treasury.

We commend the Clerk and Treasurer for the condition of the Township records. We also appreciate the courtesy extended our field examiner in the course of this examination.

Your confidence is respected. Please contact us if questions arise or assistance is needed.

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FINANCIAL SECTION

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REPORT OF INDEPENDENT AUDITOR

To the Township Board
South Arm Township
Charlevoix County
East Jordan, Michigan 49727

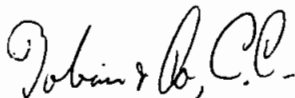
We have audited the accompanying financial statements of the governmental activities and each major fund of South Arm Township as of and for the year ended March 31, 2008, which collectively comprise the Township' basic financial statements, as listed in the Table of Contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly in all material respects, the respective financial position of the governmental activities and each major fund of South Arm Township at March 31, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Management's Discussion and Analysis is not a required part of the basic financial statements, but is supplementary information required by the GASB. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise South Arm Township's basic financial statements. The schedules listed in the Table of Contents are presented for the purposes of additional analysis and are not a required part of the basic financial statements of South Arm Township. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.



TOBIN & CO., P.C.
Certified Public Accountants
June 2, 2008

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SOUTH ARM TOWNSHIP MANAGEMENT'S DISCUSSION AND ANALYSIS

As the Township Board of the South Arm Township, Charlevoix County, we offer readers of the township's financial statements this narrative overview and analysis of the financial activities of South Arm Township for the fiscal year ended March 31, 2008.

Financial Highlights

The assets of South Arm Township exceeded its liabilities at the close of the most recent fiscal year by \$1,089,789. Of this amount, \$644,687 may be used to meet the Township's ongoing obligations to citizens and creditors.

As of the close of the current fiscal year, Township's governmental funds reported combined ending fund balances of \$639,109, an increase of \$274,389 in comparison with the prior year. \$418,133 is available for spending at the Township's discretion.

At the end of the current fiscal year, unreserved fund balance for the general fund was \$418,133, or 259% of total general fund expenditures.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to South Arm Township's basic financial statements. The Township's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information, in addition to the basic financial statements themselves.

1. Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business.

The **statement of net assets** presents information on all of the Township's assets and liabilities, with the difference between the two reported as **net assets**. Over time, increases or decreases in net assets may serve as a useful indicator of whether the Township's financial position is improving or deteriorating.

The **statement of activities** presents information showing how the Township's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes, earned but unused credits, and used but not paid expenses).

Both of the government-wide financial statements distinguish functions of the Township that are principally supported by taxes and intergovernmental revenues (**governmental activities**) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (**business-type activities**). The governmental activities of the Township include: Legislative, General Government, Public Safety and Road Projects. South Arm Township does not have any business-type activities.

2. Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. South Arm Township, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of South Arm Township are categorized as governmental funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

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South Arm Township maintains two individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and Road Fund, which are considered to be major funds. All Township government activities are included in these two funds.

The Township adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial resources because the resources of those funds are not available to support the Township's own programs.

The basic fiduciary fund financial statements can be found in Schedule 3 of this report.

3. Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

General Fund Analysis and Highlights

A new porch was added to the Township Hall during the audit year. The General Fund balance increased by \$93,602.

Analysis of Balances and Transactions of the Other Township's Funds

As noted earlier, the Township used fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Road Fund fund balance increased by \$180,787 as the Township accumulates monies for future road projects.

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Condensed Financial Information

Net Assets

	Governmental and Total Activities	
	3/31/08	3/31/07
Current Assets	\$ 644,687	\$ 370,972
Capital Assets	11,959	421
Other Long-term Assets	<u>433,143</u>	<u>457,541</u>
Total Assets	<u>1,089,789</u>	<u>828,934</u>
Current Liabilities	-	-
Long-term Debt	-	-
Other Long-term Liabilities	<u>-</u>	<u>-</u>
Total Liabilities	-	-
Net Assets:		
Investment in Capital and Intangible Assets	445,102	457,962
Unrestricted	<u>644,687</u>	<u>370,972</u>
Total Net Assets	<u>\$ 1,089,789</u>	<u>\$ 828,934</u>

Activities

	Governmental and Total Activities	
	3/31/08	3/31/07
Program Revenues:		
Charges for Services	\$ 7,513	\$ 3,154
Operating Grants	3,172	525
General Revenues:		
Property Taxes	287,139	269,145
State Shared Revenues	126,869	125,818
Other	<u>11,414</u>	<u>6,794</u>
Total Revenues	<u>436,107</u>	<u>405,436</u>
Expenses:		
General Government	102,915	136,281
Public Safety	34,441	31,851
Public Works	<u>37,896</u>	<u>27,772</u>
Total Expenses	<u>175,252</u>	<u>195,904</u>
Change in Net Assets	<u>\$ 260,855</u>	<u>\$ 209,532</u>

Capital Asset and Debt Administration

Capital Assets

The Township's investment in capital assets for its governmental activities as of March 31, 2008, amounts to \$16,904. This investment in capital assets includes: several parcels of land and the Township Hall. All of our government funds report capital outlays as expenditures. However, the cost of the assets is allocated over their useful lives. This fiscal year the amount by which depreciation and amortization exceeded capital outlays was \$12,860. Intangible assets at March 31, 2008 consisted of major improvements to roads owned and maintained by Charlevoix County: Cost \$487,970 less accumulated amortization of \$54,827.

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Cash Assets

At the end of the current fiscal year, the Township had \$614,856 in cash and other spendable assets. This was held in an interest bearing Government Plus Account. The Township is limited by State law in how it can invest these funds and we have made no changes in our investment strategy in several years.

Long-term Debt

At the end of the current fiscal year, the Township had no bonded or installment debt outstanding.

Retirement Plan

The Township participates in a defined contribution pension plan through John Hancock Insurance. The plan covers all elected officials. The Township Clerk is the plan administrator. Township contributions to the plan were \$6,600. All the costs are paid by the Township. Covered payroll was \$30,653 for the 2007-2008 plan year out of a total payroll of \$46,424. The Township provides social security coverage for its officials and employees.

Currently Known Facts, Decisions, or Conditions

The Township will landscape in front of the hall where the new porch was added. The Township will have a Township-wide curbside cleanup in September 2008 and plans to upgrade as many miles of Township roads as the accumulated Road Fund fund balance will allow.

Requests for Information

This financial report is designed to provide a general overview of South Arm Township's finances for all those with an interest in the Township's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Robert Christensen, Township Supervisor.

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South Arm Township Statement of Net Assets March 31, 2008

	<u>Primary Government</u> <u>Governmental</u> <u>Activities</u> <u>And Total</u>
Assets	
Cash	\$ 614,856
Delinquent Taxes Receivable	24,253
Prepaid Expenses	5,578
Capital Assets	
Land	421
Other Capital Assets, Net of Depreciation	11,538
Intangible Assets, Net of Amortization	<u>433,143</u>
Total Assets	<u>1,089,789</u>
Liabilities	
Total Liabilities	<u>-</u>
Net Assets	
Invested in Capital and Intangible Assets	445,102
Unrestricted	<u>644,687</u>
Total Net Assets	<u>\$ 1,089,789</u>

See Accompanying Notes to Basic Financial Statements

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South Arm Township
Statement of Activities
March 31, 2008

Functions/Programs	Program Revenues			Governmental Activities and Total
	<u>Expenses</u>	<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities:				
Legislative	\$ 32,520	\$ -	\$ -	\$ (32,520)
General Government	70,395	4,186	-	(66,209)
Public Safety	34,441	3,327	-	(31,114)
Public Works	<u>37,896</u>	<u>-</u>	<u>3,172</u>	<u>(34,724)</u>
Total Governmental Activities	<u>\$ 175,252</u>	<u>\$ 7,513</u>	<u>\$ 3,172</u>	<u>(164,567)</u>
General Revenues:				
Property Taxes				287,139
State Shared Revenues				126,869
Unrestricted Investment Earnings				4,324
Miscellaneous				<u>7,090</u>
Total General Revenues				425,422
Change in Net Assets				260,855
Net Assets – Beginning				<u>828,934</u>
Net Assets – Ending				<u>\$ 1,089,789</u>

See Accompanying Notes to Basic Financial Statements

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South Arm Township Balance Sheet Governmental Funds March 31, 2008

	<u>General Fund</u>	<u>Road Fund</u>	<u>Total</u>
Assets			
Cash in Bank	\$ 409,567	\$ 205,274	\$ 614,841
Petty Cash	15	-	15
Delinquent Taxes Receivable	<u>8,551</u>	<u>15,702</u>	<u>24,253</u>
Total Assets	418,133	220,976	639,109
Liabilities and Fund Balances			
Liabilities:			
Total Liabilities	-	-	-
Fund Balances:			
Unreserved	<u>418,133</u>	<u>220,976</u>	<u>639,109</u>
Total Fund Balances	<u>418,133</u>	<u>220,976</u>	<u>639,109</u>
Amounts reported for governmental activities on the statement of net assets are different because:			
Certain prepaid expenses of governmental activities are not financial resources and therefore not reported in the funds.			5,578
Capital and intangible assets used in governmental activities are not financial resources and therefore are not reported in the funds.			<u>445,102</u>
Net assets of governmental activities.			<u>\$ 1,089,789</u>

See Accompanying Notes to Basic Financial Statements

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South Arm Township Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds For the Year Ended March 31, 2008

	General Fund	Road Fund	Total
Revenues			
Taxes	\$ 106,763	\$ 180,376	\$ 287,139
Licenses and Permits	775	-	775
State Grants	130,041	-	130,041
Charges for Services	2,752	-	2,752
Interest and Rents	7,899	411	8,310
Other	7,090	-	7,090
Total	<u>255,320</u>	<u>180,787</u>	<u>436,107</u>
Expenditures			
Legislative	31,846	-	31,846
General Government	81,933	-	81,933
Public Safety	34,441	-	34,441
Public Works	13,498	-	13,498
Total	<u>161,718</u>	<u>-</u>	<u>161,718</u>
Excess Revenues and net change in fund balances	93,602	180,787	274,389
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense. This is the amount by which depreciation and amortization exceeded capital outlay in the current year.			(12,860)
Decrease in prepaid expenses reported as expenditures in governmental funds.			(674)
Change in Net Assets of Governmental Activities.			<u>\$ 260,855</u>

See Accompanying Notes to Basic Financial Statements

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South Arm Township Statement of Fiduciary Net Assets March 31, 2008

<u>Assets</u>	<u>Agency Funds</u>
Cash	\$ -
Total Assets	\$ -
<u>Liabilities</u>	
Undistributed Taxes and Interest	\$ -
Total Liabilities	\$ -
<u>Net Assets</u>	\$ -

See Accompanying Notes to Basic Financial Statements

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South Arm Township
Notes to Financial Statements
March 31, 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

South Arm Township is a general law township located in Charlevoix County. Population as of the 2000 census was 1,844, and the current state equalized valuation for taxable property is \$157,175,100 and the taxable valuation is \$93,921,093.

The Township's basic financial statements include the accounts of all Township operations. The criteria for including organizations within the Township's reporting entity, as set forth in GASB No. 14, "*The Financial Reporting Entity*" includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included.

Based on the above criteria, there are no other organizations included in these financial statements.

B. Basis of Presentation

The government-wide financial statements (the statement of net assets and the statement of activities) report information on all of the activities of the Township. The effect of interfund activity, within the governmental activities column, has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements:

The Township segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. These statements present each major fund as a separate column on the fund financial statements; all non-major funds are aggregated and presented in a single column.

Governmental Funds

Governmental funds are those funds through which most governmental functions typically are financed. The measurement focus of governmental funds is on the sources, uses and balance of current financial resources. The Township has presented the following governmental funds:

General Fund – This fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Township. Revenues are derived primarily from property taxes, state distributions or grants, and other intergovernmental revenues.

Road Fund – This fund is used to account for a separate voted millage levied for road repairs and maintenance. Revenues are derived primarily from property taxes.

Fiduciary Funds

These funds are used to account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

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South Arm Township
Notes to Financial Statements
March 31, 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred.

Governmental fund and agency fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers property taxes as available if they are collected within 60 days after year end. A one-year availability period is used for recognition of all other Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

The revenue susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received.

D. Budgets

The General Fund is under formal budgetary control. The budget shown in the financial statements for this fund was prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consist only of those amounts contained in the formal budget approved and amended by the Township.

In the body of the financial statements, the Township's actual and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets for these funds were adopted to the activity or cost center level.

For budgetary purposes appropriations lapse at fiscal year end.

E. Capital Assets

Capital assets, which includes property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest is capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of \$2,500 or more and over one year of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Land Improvements	20 years
Buildings	40 years
Building Improvements	25 years
Furniture and Fixtures	10 years
Equipment	5 years
Vehicles	10 years

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South Arm Township Notes to Financial Statements March 31, 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Property Tax Procedures and Collections

Properties are assessed as of December 31 and the related property taxes become a lien the following July 1 and/or December 1. Real property taxes are collected by the Township Treasurer through February 28 of each year. As of March 1, uncollected real property taxes are returned delinquent to, and collected by, the County Treasurer. Personal property taxes remain the responsibility of the Township Treasurer to collect. It is the policy of the Township to record the real property taxes in the year of levy.

During the collection period prior to March 1, the Township Treasurer makes distribution of the property tax collections to the various taxing units (County, School District, etc.) as required by statute.

For the fiscal year the Township levied property taxes as follows:

	SEV	Taxable Value	Millage Rate
General Operating	\$157,175,100	\$93,921,093	.8618
Roads	\$157,175,100	\$93,921,093	1.9103

G. Investments

There were no investments during the audit year.

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

- A. We noted no violations of legal provisions and/or contractual provisions of various agreements related to financial matters.
- B. All funds had positive fund balances at March 31, 2008.
- C. Public Act 621 of 1978, Section 18, provides that a local unit shall not incur expenditures in excess of the amount appropriated. For the year ended March 31, 2008, no fund overexpended its budget without formal amendment:

NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS

A. Legal Provisions for Deposits and Investments

Act 20, Public Acts of 1943, as amended by Act 217, Public Acts of 1982, and Act 196, Public Acts of 1997, states that the Township, by resolution, may authorize the Treasurer to invest surplus funds as follows:

- (1) In bonds and other direct obligations of the United States or an agency or instrumentality of the United States.
- (2) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union complies with subsection (2).

Tobin & Co.

South Arm Township Notes to Financial Statements March 31, 2008

NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS (Continued)

A. Legal Provisions for Deposits and Investments (Continued)

- (3) In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after date of purchase.
- (4) Repurchase agreements consisting of instruments defined in (1) above.
- (5) In bankers' acceptances of United States Banks.
- (6) Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (7) In mutual funds registered under the investment company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in Michigan.

B. Types of Deposits and Investments

The Township had \$614,924 deposited with local banks at March 31, 2008 with a carrying value of \$614,856. Interpreting the FDIC insurance coverage of \$100,000 of demand deposits and \$100,000 of time deposits per depository, the Township had \$414,924 of uninsured deposits at March 31, 2008.

NOTE 4 - CAPITAL AND INTANGIBLE ASSETS

Capital assets of governmental activities consisted of the following at March 31,

	<u>3/31/07</u>	<u>Additions</u>	<u>Deletions</u>	<u>3/31/08</u>
Land	\$ 421	\$ -	\$ -	\$ 421
Buildings and Improvements	4,749	11,734	-	16,483
	5,170	11,734	-	16,904
Less Accumulated Depreciation	(4,749)	(196)	-	(4,945)
	<u>\$ 421</u>	<u>\$ 11,538</u>	<u>\$ -</u>	<u>\$ 11,959</u>

Intangible assets at March 31, consisted of major improvements to roads owned and maintained by Charlevoix County.

	<u>3/31/07</u>	<u>Additions</u>	<u>Deletions</u>	<u>3/31/08</u>
Road Improvements	\$ 487,970	\$ -	\$ -	\$ 487,970
Less Accumulated Amortization	(30,429)	(24,398)	-	(54,827)
	<u>\$ 457,541</u>	<u>\$ (24,398)</u>	<u>\$ -</u>	<u>\$ 433,143</u>

NOTE 5 - LONG-TERM DEBT

The Township has no long-term debt at March 31, 2008, and no borrowing is anticipated in the near future.

NOTE 6 - LOANS AND ADVANCES BETWEEN FUNDS

There were no inter-fund loans or appropriations during the audit year.

NOTE 7 - INVENTORIES

South Arm Township does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items are recorded as expenses when purchased.

Tobin & Co.

South Arm Township
Notes to Financial Statements
March 31, 2008

NOTE 8 - RETIREMENT PLAN

The Township participates in a defined contribution pension plan through John Hancock Insurance. The plan covers all elected officials. The Township clerk is the plan administrator. Township contributions to the plan were \$6,600. All costs are paid by the Township. Covered payroll was \$30,653 for the 2007-2008 plan year out of a total payroll of \$46,424. The Township provides social security coverage for its officials and employees.

NOTE 9 - CONTINGENT LIABILITIES

Township officials are aware of no contingent liabilities on the part of the Township.

NOTE 10- COMPENSATED ABSENCES

The Township does not provide for the payment to employees for sick leave, accumulated leave, etc.

NOTE 11- RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the audit year the Township addressed these risks through the purchase of commercial insurance through Burnham and Flowers and Municipal Underwriters of Michigan. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

SUPPLEMENTAL DATA SECTION

Tobin & Co.

South Arm Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Fund
For the Year Ended March 31, 2008

Schedule 1
Page 1

Revenues	Budgetary Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
Taxes:				
Current Taxes	\$ 76,725	\$ 76,725	\$ 84,005	\$ 7,280
Delinquent Taxes	10,000	10,000	8,020	(1,980)
Penalties and Interest on Taxes	-	-	549	549
Property Tax Administration Fees	7,500	7,500	9,792	2,292
Summer Tax Collection	4,400	4,400	4,302	(98)
Swamp Tax	100	100	95	(5)
Licenses and Permits:				
Zoning	1,000	1,000	775	(225)
State Grants:				
State Shared Revenues	127,000	127,000	126,869	(131)
Metro Act	3,000	3,000	3,172	172
Charges for Services:				
Cemetery	200	200	200	-
Zoning	1,450	1,450	2,077	627
Land Division	300	300	450	150
Ordinance Sales	100	100	25	(75)
Interest and Rents:				
Franchise Fees	-	-	3,788	3,788
Interest	2,200	2,200	3,913	1,713
Lease	150	150	198	48
Other:				
Refunds, Reimbursements, and Miscellaneous	1,600	1,600	7,090	5,490
Total Revenues	<u>235,725</u>	<u>235,725</u>	<u>255,320</u>	<u>19,595</u>
Expenditures				
Legislative:				
Township Board:				
Salaries and Wages	-	-	3,760	-
Payroll Taxes	-	-	3,551	-
Pension	-	-	1,543	-
Supplies	-	-	266	-
Postage	-	-	46	-
Legal	-	-	12,397	-
Audit and Accounting	-	-	2,886	-
Dues	-	-	1,550	-
Printing and Publishing	-	-	115	-
Education	-	-	484	-
Insurance	-	-	5,006	-
Other	-	-	242	-
Total	<u>46,800</u>	<u>46,800</u>	<u>31,846</u>	<u>14,954</u>
Total Legislative	<u>46,800</u>	<u>46,800</u>	<u>31,846</u>	<u>14,954</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

South Arm Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Fund
For the Year Ended March 31, 2008

Schedule 1
Page 2

	<u>Budgetary Amounts</u>			<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Favorable</u>
<u>Expenditures (Continued)</u>				<u>(Unfavorable)</u>
General Government:				
Township Supervisor:				
Salaries and Wages	-	-	6,750	-
Pension	-	-	1,400	-
Mileage	-	-	55	-
Education	-	-	70	-
Total	<u>8,435</u>	<u>8,435</u>	<u>8,275</u>	<u>160</u>
Elections:				
Salaries and Wages	-	-	1,037	-
Supplies	-	-	88	-
Postage	-	-	10	-
Total	<u>4,050</u>	<u>4,050</u>	<u>1,135</u>	<u>2,915</u>
Assessor:				
Postage	-	-	738	-
Contractual Services	-	-	22,000	-
Land Division Fees	-	-	100	-
Computer Program	-	-	430	-
Total	<u>26,050</u>	<u>26,050</u>	<u>23,268</u>	<u>2,782</u>
Clerk:				
Salaries and Wages	-	-	8,444	-
Pension	-	-	1,700	-
Supplies	-	-	237	-
Postage	-	-	67	-
Computer Service	-	-	523	-
Education	-	-	80	-
Equipment	-	-	350	-
Total	<u>12,475</u>	<u>12,475</u>	<u>11,401</u>	<u>1,074</u>
Board of Review:				
Salaries and Wages	-	-	675	-
Printing and Publishing	-	-	638	-
Total	<u>2,147</u>	<u>2,147</u>	<u>1,313</u>	<u>834</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

South Arm Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Fund
For the Year Ended March 31, 2008

Schedule 1
Page 3

	<u>Budgetary Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Expenditures (Continued)				
General Government (Continued):				
Treasurer:				
Salaries and Wages	-	-	12,775	-
Pension	-	-	2,500	-
Supplies	-	-	1,331	-
Postage	-	-	1,435	-
Computer Program	-	-	634	-
Total	<u>23,090</u>	<u>23,090</u>	<u>18,675</u>	<u>4,415</u>
Township Hall and Grounds:				
Contractual Services	-	-	978	-
Supplies	-	-	85	-
Repairs and Maintenance	-	-	200	-
Telephone	-	-	1,386	-
Public Utilities	-	-	2,036	-
Capital Outlay	-	-	12,221	-
Total	<u>18,000</u>	<u>18,000</u>	<u>16,906</u>	<u>1,094</u>
Cemetery:				
Contractual Services	-	-	960	-
Total	<u>2,000</u>	<u>2,000</u>	<u>960</u>	<u>1,040</u>
Total General Government	<u>96,247</u>	<u>96,247</u>	<u>81,933</u>	<u>14,314</u>
Public Safety:				
Fire and Ambulance:				
Contractual Services	-	-	18,134	-
Total	<u>21,300</u>	<u>21,300</u>	<u>18,134</u>	<u>3,166</u>
Planning Commission:				
Salaries and Wages	-	-	4,910	-
Dues	-	-	625	-
Printing and Publishing	-	-	604	-
Education	-	-	340	-
Total	<u>7,675</u>	<u>7,675</u>	<u>6,479</u>	<u>1,196</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

South Arm Township
Statement of Revenues, Expenditures and Changes in Fund Balance -- Budget and Actual
General Fund
For the Year Ended March 31, 2008

Schedule 1
Page 4

	<u>Budgetary Amounts</u>		<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Expenditures (Continued)</u>				
Public Safety (Continued):				
Zoning Board of Appeals:				
Salaries and Wages	-	-	2,280	-
Printing and Publishing	-	-	343	-
Total	<u>4,875</u>	<u>4,875</u>	<u>2,623</u>	<u>2,252</u>
Zoning Administrator:				
Salaries and Wages	-	-	6,830	-
Postage	-	-	109	-
Mileage	-	-	211	-
Education	-	-	55	-
Total	<u>8,850</u>	<u>8,850</u>	<u>7,205</u>	<u>1,645</u>
Total Public Safety	<u>42,700</u>	<u>42,700</u>	<u>34,441</u>	<u>8,259</u>
Public Works -- Roads	<u>70,200</u>	<u>70,200</u>	<u>13,498</u>	<u>56,702</u>
Total Expenditures	<u>255,947</u>	<u>255,947</u>	<u>161,718</u>	<u>94,229</u>
Excess Revenues (Expenditures)	(1) <u>\$ (20,222)</u>	<u>\$ (20,222)</u>	93,602	<u>\$ 113,824</u>
Fund Balance -- Beginning of Year			<u>324,531</u>	
Fund Balance -- End of Year			<u>\$ 418,133</u>	
(1) Budgeted from fund balance				

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

South Arm Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Road Fund
For the Year Ended March 31, 2008

Schedule 2

	<u>Budgetary Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>	<u>Original</u>	<u>Final</u>		
Taxes:				
Current Taxes	\$ 160,000	\$ 160,000	\$ 164,674	\$ 4,674
Delinquent Taxes	-	-	15,702	15,702
Interest and Rents:				
Interest	400	400	411	11
Total Revenues	160,400	160,400	180,787	20,387
Total Expenditures	-	-	-	-
Excess Revenues (Expenditures)	\$ 160,400	\$ 160,400	180,787	\$ 20,387
Fund Balance – Beginning of Year			40,189	
Fund Balance – End of Year			\$ 220,976	

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

South Arm Township
Statement of Changes in Assets and Liabilities
Current Tax Collection Fund
For the Year Ended March 31, 2008

Schedule 3

	<u>Balance</u> <u>3/31/07</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>3/31/08</u>
<u>Assets</u>				
Cash	\$ 29,927	\$ 2,738,241	\$ 2,768,168	\$ -
Total Assets	\$ 29,927	\$ 2,738,241	\$ 2,768,168	\$ -
<u>Liabilities</u>				
Undistributed Taxes and Interest	\$ 29,927	\$ 2,738,241	\$ 2,768,168	\$ -
Total Liabilities	\$ 29,927	\$ 2,738,241	\$ 2,768,168	\$ -

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

South Arm Township 2007 Property Tax Levy and Collections For the Year Ended March 31, 2008

Schedule 4

	<u>Millage Rate</u>	<u>Adjusted Levy</u>	<u>Collected</u>	<u>Returned Delinquent</u>
County	4.5288	\$ 428,680	\$ 403,649	\$ 25,031
County Transit	0.2408	22,785	20,796	1,989
Medical Care Facility	0.7464	70,645	64,477	6,168
Medical Care Facility Bond	0.5400	51,110	46,646	4,464
Senior Citizens	0.3853	36,468	33,280	3,188
Recycling	0.1444	13,662	12,468	1,194
State Education	6.0000	570,254	537,899	32,355
School District	20.3393	80,203	74,740	5,463
School District	21.9443	1,061,011	964,653	96,358
Intermediate School District	2.7395	259,301	236,647	22,654
Township - General	0.9551	90,400	82,380	8,020
- Roads	1.9103	180,478	164,776	15,702
- District Library	0.8618	75,507	68,622	6,885
Commercial Forest Reserve		190	190	-
Total		<u>\$ 2,940,694</u>	<u>\$ 2,711,223</u>	<u>\$ 229,471</u>
Percent of Levy Collected	92.20%			

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

South Arm Township
Statement of Revenues, Expenditures and Balance
Property Tax Administration Fees
For the Year Ended March 31, 2008

Schedule 5

Revenues

Summer Property Tax Administration Fees	\$ 9,792
Summer Property Tax Collection Fee	<u>4,302</u>
Total Revenues	<u>14,094</u>

Expenditures

Assessor – 50%	11,634
Board of Review – 50%	657
Treasurer – 35%	<u>6,536</u>
Total	<u>18,827</u>
Excess Revenues (Expenditures)	<u>\$ (4,733)</u>

The Notes to the Financial Statements are an integral part of this statement.